

U.S. ARMY SECURITY ASSISTANCE COMMAND  
5001 EISENHOWER AVENUE  
ALEXANDRIA, VIRGINIA 22333-0001

**USASAC POLICY STATEMENT NUMBER: 101.14**

**SUBJECT:** Permissible Use of Federal Government Communications Resources

**POLICY:** Use of Federal communication resources (including Government owned and leased telephones, facsimile machines, electronic mail (e-mail) and other access to the internet) shall be for "official use and authorized purposes only."

**DISCUSSION:**

1. You may use Government telephones for those communications that are most reasonably made from your normal work place, such as checking in with your spouse or children, making medical, home and automobile repair and similar appointments, or making a bank or other financial transaction.

2. You may use computers to access the Internet for authorized, unclassified U.S. Government business. You may also access the Internet for professional development purposes, subject to ensuring that your primary duties and mission are accomplished. You may also access the Internet for personal reasons such as reading a business magazine website or checking stock quotes; but **YOU MAY DO THIS ONLY BEFORE AND AFTER WORK HOURS, OR DURING YOUR LUNCH PERIOD OR OTHER AUTHORIZED BREAK DURING THE WORK DAY.**

3. In order to ensure that such use does not adversely affect the performance of official duties and serves a legitimate public interest, this policy is subject to the following:

a. You may not incur any long distance tolls or other usage fees chargeable to the Government; you must use toll-free numbers or charge the communications or access or other fees to your personal credit card.

b. This policy does not extend to personal communications to solicit business, advertise or engage in other selling activities in support of private business enterprises or fundraising activities.

c. You may not send group electronic mailings to offer items for sale or other personal purposes. You may not send group electronic mailings to announce events sponsored by a non-Federal entity without the prior approval of your supervisor. The supervisor should coordinate this action with an Ethics Counselor.

4. Any use that would reflect adversely on the Army or the Department of Defense or which is incompatible with public service is prohibited. Prohibited uses include but are not limited to, accessing and downloading sexually oriented material and sending chain letters or harassing e-mail.

5. You should understand that use of Government resources serves as consent to monitoring and that the communication resources are generally not secure and do not provide anonymity.

**PROPONENT AREA:** Administration and Security Division

**PROPONENT:** AMSAC-SA

**SUPERSESSION:** None

FOR THE COMMANDER:

CARL BRIESKE  
Colonel, GS  
Chief of Staff